

MIDLAND BOARD OF EDUCATION

AGENDA

October 28, 2013

Mission: The Midland Public Schools, in partnership with our community, prepares students as knowledgeable, self-reliant, cooperative and ethical learners who are contributing citizens.

Regular (twice-monthly) meeting at the Midland Public Schools Administration Center, 600 E. Carpenter Street, Midland, Michigan at 7 p.m. with adjournment not later than 9:30 p.m., except by unanimous approval otherwise.

The Board of Education receives agenda material in advance of the meeting and has the opportunity to ask clarification questions of the staff. In order to expedite routine items of business and operations and maximize the opportunity for discussion topics, the Board will utilize a consent format for portions of the agenda as noted.

1. CALL TO ORDER: ROLL CALL

Board of Education: President Wasserman, Vice President Baker, Secretary Kaminski, Treasurer Brandstadt, Member Gorton, Member McFarland, Member Singer
Central Staff: Superintendent: Mr. Sharrow, Assistant Superintendent: Mr. Verlinde, Associate Superintendents: Finance/Facilities/Operations: Ms. Cline, Curriculum/Instruction/Assessment: Mr. Cooper

2. CONSENT AGENDA

- 2.1 Approval of the Regular Meeting Minutes from October 14, 2013
2.2 2013-2014 Advisory Board on Instruction in Sex Education and Birth Control

The following people have been appointed to the Advisory Board on Instruction in Sex Education and Birth Control for the 2013-2014 school year by the Midland Public Schools Board of Education. Asterisks indicate members who have served on the board in previous years. Ms. Lynn Baker is the Board's liaison to this committee. Jeff Lauer and Gerald Ferguson will serve as co-chairs of this committee.

Parents:

Gerald Ferguson\*, also Clergy Representative from Trinity Lutheran Church
Michelle Monticello\*, M.D., also Health Professional
Amy Jaster\*

Health Professionals:

Craig Sonke\*, M.D.

Clergy:

Wally Mayton\*, Memorial Presbyterian Church

Educators:

Jeff Lauer\*, MPS

Students:

Gina Tolfa\*, H. H. Dow High School

Nick Olen\*, H. H. Dow High School

Quienten Greiner\*, Midland High School

2.3 Administration is requesting approval to deliver a purchase order of \$18,725.00 to low bidder Alternative View of Sanford, MI for 25 Epson PowerLite 915w projectors to replace failing classroom projectors across the district. These projectors are out of warranty and are costly to repair and maintain. The new projectors come equipped with an HDMI input and support a higher native resolution as well as a 16:10 aspect ratio. While replacement bulbs for the existing NEC projectors cost \$299, bulbs for the Epsons are priced at \$99. Each machine will be covered by a five-year extended warranty. A bid tabulation is attached. These replacements units are part of the 2013-2014 budget.

2.4 The following staff member has announced her resignation effective as of the date indicated:

| <u>Name</u> | <u>Assignment</u>                      | <u>Effective Date</u> |
|-------------|--|-----------------------|
| Stacy Hable | Paraprofessional, Woodcrest Elementary | October 3, 2013       |

2.5 The following person is recommended for employment for the 2013-14 school year:

| <u>Name</u>  | <u>Assignment</u>   | <u>Effective Date</u> |
|--------------|---|-----------------------|
| Dawn Edwards | 2 <sup>nd</sup> Grade Teacher (1.0), Carpenter Elementary | October 2, 2013       |

2.6 Approval of the payment of the school system's bills for the months of September, 2013, as listed in the check register prepared by Ms. Laux, in the amount of \$5,772,596 is recommended. The distribution of obligations, by fund, is as follows:

|                                      | <u>Through</u><br><u>9/15/2013</u> | <u>Through</u><br><u>9/30/2013</u> | <u>Totals</u> |
|--------------------------------------|------------------------------------|------------------------------------|---------------|
| General Fund / Athletics             | \$ 747,607                         | \$ 929,343                         | \$ 1,676,950  |
| Capital Projects                     | 29,355                             | -                                  | 29,355        |
| Sinking Fund                         | 29,760                             | -                                  | 29,760        |
| Middle School Science Lab Renovation | -                                  | -                                  | -             |
| Technology Grant                     | -                                  | -                                  | -             |
| School Services:                     |                                    |                                    |               |
| School Stores                        | 11,536                             | 12,725                             | 24,261        |
| Food Service                         | 346                                | 3,841                              | 4,187         |
| Student Activities                   | <u>1,200</u>                       | <u>33,686</u>                      | <u>34,886</u> |
| Sub-totals                           | 819,804                            | 979,595                            | 1,799,399     |
| Federal Withholding                  |                                    |                                    | 357,644       |
| State Withholding/Sales Tax          |                                    |                                    | 118,534       |
| Social Security/Medicare             |                                    |                                    | 524,080       |

|  |             |
|--|-------------|
| Payroll Transfers                      | 90,628      |
| ACH Transfers                          | 2,158,671   |
| Connectcare Transfers                  | 467,955     |
| Consumers payments paid electronically | 47,338      |
| PESG payroll (contracted substitutes)  | 1,949       |
| Purchase Card Transactions             | 206,398     |
| Total September Distributions          | \$5,772,596 |

Submitted herewith are the following financial reports:

2.6.b Listing of purchase orders and purchase card transactions exceeding three thousand dollars (\$3,000) for the month of September 2013 ..... (prepared by Ms. Laux)

3. **REQUESTS TO ADDRESS THE BOARD**

3.1 No hearings have been requested.

4. **BOARD OF EDUCATION MATTERS**

PRESENTATIONS TO THE BOARD

**For Information:**

- 4.1 Shining Star Presentations..... Michael Sharrow
- 4.2 Counseling and the Career Development Process.....Jeff Lauer  
Career Development Administrator
- 4.3 Chestnut Hill Reward School..... Tracy Renfro, Principal  
Margaret Doan & Amanda VanHoey, Chestnut Hill School Improvement Co-Chairs

**For Action:**

- 4.4 Enhancement Millage Resolution Adoption ..... Michael Sharrow
- 4.5 NEOLA Board Policy Manual for Adoption ..... Michael Sharrow

Midland Public Schools has been working with NEOLA since 2011 to update and ensure legal compliance of all MPS Board policies. Administration recommends initial approval of the entire NEOLA Board Policy Manual at this time. Upon culmination of the final approval process, the NEOLA Board Policy Manual will be posted on the MPS website for utilization by all MPS stakeholders.

5. **CURRICULUM and INSTRUCTION**

**Study Committee Chair** – Ms. Baker  
**Staff Resource Person** – Mr. Cooper

**For Information:**

5.1 The following booklets are being presented for the 28-day period of examination. These booklets are available for review at the office of Curriculum and Instruction.

These books will be used for Health Wellness in grades 9-12:

Title: *RUI Creating My Best Life Student Booklet*  
 Author: The Rock Center for Youth Development  
 Publisher: The Rock Center for Youth Development  
 Copyright: None

Title: *RUI Creating My Best Life Coaches' Manual*  
 Author: The Rock Center for Youth Development  
 Publisher: The Rock Center for Youth Development  
 Copyright: None

6. **FINANCE**

**Study Committee Chair** – Ms. Brandstadt  
**Staff Resource Person** – Ms. Cline

**For Information:**

6.1 The following gifts, which total \$12,475.42, have been received and processed:

|   | Donor                                       | Purpose   | Amount      |
|---|---|---|-------------|
| 1 | Siebert PTO                                 | Art Supplies  | \$ 200.00   |
| 2 | Anonymous                                   | Beautification at Midland High                              | \$ 500.00   |
| 5 | Anonymous                                   | Supplies for Siebert Elementary Classroom                   | \$ 100.00   |
| 6 | Jefferson Parent Advisory Committee         | Student Participation in Study Island Online                | \$ 666.00   |
| 7 | Midland Kids First                          | Eastlawn Parent's Room Computers for Community School Model | \$ 3,964.92 |
| 8 | H. H. Dow High School Athletic Booster Club | Medical Supplies for Dow High Training Office               | \$ 3,060.00 |
| 9 | H. H. Dow High School Athletic Booster Club | Hockey Team Midland Arena Ice Time & Equipment Bags         | \$ 3,984.50 |

The following musical instrument donations have occurred.

|     | Donor          | Gift donated   |
|-----|----------------|--|
| (1) | Ken Bodner     | One Conn trumpet (serial #P64650)<br>One Besson trombone (no serial #) |
| (2) | Sue Bakke      | One Glaesel violin 4/4 (serial #J7731)                                 |
| (3) | Deborah Kaiser | One Selmer clarinet (serial #43302)                                    |

**For Action:**

6.2 Acceptance of the following gift totaling \$13,573.00 is recommended:

|   | Donor                             | Purpose  | Amount      |
|---|-----------------------------------|--|-------------|
| 3 | Plymouth PTO                      | Key Card Readers                                     | \$ 6,873.00 |
| 4 | Midland Area Community Foundation | Northeast and Jefferson Middle Schools Challenge Day | \$ 6,700.00 |

An appropriate thanks to the donors is recommended.

6.3 At its August 28, 2000 meeting, the Board approved a switch to ConnectCare medical and prescription benefits effective November 1, 2000. The switch moved the district from an indemnity (monthly premium) plan to self-insurance, whereby Midland Public Schools provides all funds for payment of claims.

To protect itself against catastrophic claims on both a specific (individual) and aggregate basis, the district purchases stop loss insurance. As of October 15, 2013, stop-loss payments since 2000 total \$1,778,029.20.

Bids for the 2013-14 insurance year were solicited by the Key Benefits Administration, the district's third party administrator; three companies submitted bids. Munich Re, one of the world's leading reinsurers, was the low bidder. The following table shows the 2012-13 rates and the proposed rates for 2013-14.

|   | <u>Current Contract</u> | <u>Proposed Contract</u> |
|---|-------------------------|--------------------------|
| <u>Specific Insurance</u>                             |                         |                          |
| Single Coverage (N = 91)<br>(per employee/month)      | \$13.28                 | \$13.89                  |
| Family Coverage (N = 466)<br>(per employee/month)     | \$31.70                 | \$32.72                  |
| <u>Aggregate Insurance</u>                            |                         |                          |
| (120% of estimated claims)<br>(per employee/month)    | \$3.05                  | \$3.45                   |
| <u>Specific Deductible</u>                            | \$250,000.00            | \$250,000.00             |
| <u>Corridor</u>                                       | \$50,000.00             | \$50,000.00              |
| <u>Total Estimated Costs</u><br>(for 12 month period) | \$212,154.36            | \$221,197.92             |

Accordingly, the administration recommends the purchase of medical stop loss insurance from Munich Re, for the twelve-month period beginning November 1, 2013.

6.4 MPS recently solicited bids from energy service providers to assist with the purchase of natural gas. Six companies were contacted, and three provided responses. Bids for one and

two-year fixed as well as spot market pricing were requested. Administration recommends approval of the attached resolution awarding the bid to Lakeshore Energy Services, LLC of Troy, Michigan. Lakeshore Energy Services is a wholly owned subsidiary of Seminole Energy Services, LLC of Tulsa, OK and is the provider of natural gas to MidMichigan Health which was very helpful in the development of the request for proposal. Although actual savings will depend on commodity prices, by moving to this type of purchase arrangement, MPS expects to save many thousands of dollars annually on natural gas costs.

7. **HUMAN RESOURCES**

**Study Committee Chair – Ms. Baker**  
**Staff Resource Person – Mr. Verlinde**

**For Information:**

7.2 HR Study Committee Minutes ..... Lynn Baker

7.1 The following staff members have announced their retirement effective as of the dates indicated:

| <u>Name</u>    | <u>Assignment</u>                        | <u>Effective Date</u> |
|----------------|--|-----------------------|
| Shelly D. Hart | School Psychologist, Special Services    | January 24, 2014      |
| Paul Sanderson | Office Support, Science Resources Center | December 31, 2013     |

8. **CORRESPONDENCE TO AND FROM THE BOARD OF EDUCATION**

**For Information:**

- 8.1 Letters from the Board of Education or the school system to:  
 H. H. Dow High Music Boosters  
 Woodcrest Elementary PTO  
 Mrs. Tracy Renfro, Chestnut Hill Elementary School  
 H. H. Dow High School Athletic Booster Club  
 Mr. and Mrs. Alan Ott  
 Rollin M. Gerstacker Foundation  
 Midland High School Amateur Radio Club Advisory Board  
 Mr. Jeffrey Gregory, Walmart

9. **SCHEDULED ACTIVITIES**

**For Information:**

The following is a listing of scheduled meetings or activities of the Board of Education for 2013:

|                   |        |   |
|-------------------|--------|---|
| October 28, 2013  | 7 p.m. | Regular Meeting of the Board of Education |
| November 11, 2013 | 7 p.m. | Regular Meeting of the Board of Education |
| November 25, 2013 | 7 p.m. | Regular Meeting of the Board of Education |
| December 9, 2013  | 7 p.m. | Regular Meeting of the Board of Education |

The following is a tentative listing of meetings or activities of the Board of Education for January-June 2014. Action will take place on these meeting dates at the organizational meeting on January 13, 2014.

|                        |        |   |
|------------------------|--------|---|
| January 13, 2014       | 4 p.m. | Organizational Mtg. of the Board of Education |
| January 27, 2014       | 7 p.m. | Regular Meeting of the Board of Education     |
| February 10, 2014      | 7 p.m. | Regular Meeting of the Board of Education     |
| February 24, 2014      | 7 p.m. | Regular Meeting of the Board of Education     |
| March 10, 2014         | 7 p.m. | Regular Meeting of the Board of Education     |
| March 24, 2014         | 7 p.m. | Regular Meeting of the Board of Education     |
| April 14, 2014         | 7 p.m. | Regular Meeting of the Board of Education     |
| April 28, 2014         | 3 p.m. | Budget Workshop of the Board of Education     |
| May 12, 2014           | 7 p.m. | Regular Meeting of the Board of Education     |
| May 27, 2014 (Tuesday) | 7 p.m. | Regular Meeting of the Board of Education     |
| June 9, 2014           | 7 p.m. | Regular Meeting of the Board of Education     |
| June 23, 2014          | 7 p.m. | Regular Meeting of the Board of Education     |

**10. STUDY-DISCUSSION SESSION**

This portion of the agenda is utilized by the Board to introduce topics for future study, to discuss school district-related matters, to complete professional association business and to relate items of interest. No action is taken during this time. Occasionally closed sessions are scheduled to discuss confidential personnel, negotiations or property matters.

10.1 Hearing from Board Members

10.2 Announcements from Superintendent Sharrow

**11. ADJOURNMENT**